

BRA/EDIC EMPLOYMENT OPPORTUNITY

TITLE:DEPUTY DIRECTOR FOR READBOSTON
(PROGRAM DIRECTOR)
EMPLOYMENT STATUS: EDIC
DEPT/DIV: READBOSTON/JCS

JOB VACANCY POSTING NO. 8-01
POSTING DATE: 3/15/01
EXTERNAL DATE: 3/29/01
POSITION FILLED:
DATE:
NAME:

SUMMARY: Under the direction of the Director of Jobs and Community Services (JCS), develop and coordinate a major community wide effort to improve reading levels of all Boston children, specifically ensuring that all children are reading at grade level by the end of third grade. Ensure citywide visibility and participation in the ReadBoston campaign. Provide direction and leadership toward the achievement of ReadBoston's philosophy, mission, strategy, annual goals, objectives and their implementation.

Manage the strategic planning process to ensure ReadBoston's ongoing growth and viability; including interface with key stakeholders, the Mayor's Office, Jobs and Community Services, Boston School Department, and other city and community agencies that can contribute to the mission of ReadBoston. Oversee creation of annual operating plan and budget and ensure stated objectives are reached.

Oversee design, marketing, delivery and quality of ReadBoston's portfolio of programs and services.

Develop and recommend annual budget for approval. Manage ReadBoston's resources within budget and organizational guidelines.

Oversee fundraising planning and implementation to successfully support annual operating plan. Determine appropriate mix of private and public funding to ensure ongoing programming; including identifying resource requirements, establishing strategies to obtain required resources, researching funding sources, submitting proposals and maintaining administration of fundraising records and documentation.

Oversee community and public relations to ensure that ReadBoston consistently presents a strong and positive image to its stakeholders.

Interview, select, train, orient and supervise staff under with the concurrence of the JCS Director and the Working Committee. Determine ReadBoston's changing human resource requirements to meet the needs of a growing organization. Attract highly qualified candidates and effectively manage existing staff to meet organizational goals.

Coordinate efforts with other JCS staff, particularly on efforts that affect adult literacy, family literacy, after-school and pre-school child care.

Oversee Vista Corps volunteer members in community agencies.

Oversee outreach to the community to involve reading volunteers, generate gifts of books, etc.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Masters degree in Education, Public or Business Administration or equivalent, plus more than seven years of related experience and at least three years of supervisory as well as Sr. Project Management experience. Must have demonstrated ability and experience in strategic planning, budget management, marketing and fundraising. Experience working in community organizations, schools or in human services is preferred.

GRADE: 24

HIRING RANGE: \$56,786.93-\$73,939.22

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.